

**POLICY NUMBER:**  
ADM 2.8

<b>Policy Name:</b> Boundary Changes and Annexations	<b>Description:</b> This policy outlines how boundary changes within the 9-1-1 systems will be made.
<b>Date of Approval:</b> 12/02/2021	<b>Revision History:</b> v.1.0 12/02/2021, v.2.8 10/14/24 (added CollinGIS for notification)
<b>Effective Date:</b> 12/02/2021	<b>Scheduled for Review:</b>
<b>Policy Topic:</b> Boundary Changes	<b>Administering Department:</b> North Central Texas Emergency Communications District

**POLICY STATEMENTS:** The District is responsible for maintaining 9-1-1 systems in the NCT9-1-1 service area. Boundary accuracy is essential for routing of 9-1-1 calls (voice) and requests for service (data).

NCT9-1-1 GIS data includes the following types of boundaries:

- County
- Law, Fire, and Medical
- MSAG Community
- ECC

**DEFINITIONS AND AUTHORIZATIONS:**

*Court Order* – Any legal document from a Commissioner’s Court, a municipality annexation resolution, or orders from a county court at law or district court.

*Master Service Address Guide (MSAG) Boundary* – Boundary based on a community as identified in the MSAG.

**ACTIONS REQUIRED:**

Any requests for boundary changes must be submitted sixty (60) calendar days prior to the desired activation date. NCT9-1-1 boundaries will be changed only under the following conditions:

- I. County Boundaries
  - i) By court order (if between two counties, a court order from both counties is required to make any changes to the boundaries); or
  - ii) By legislative statute.
- II. Law, Fire, and Medical Boundaries
 

By change request submitted on department letterhead to CollinGIS and NCT9-1-1 and signed by the department head (if the law, fire, and/or medical boundary change is requested by a public agency, then a letter from the surrendering public agency and receiving public agency on letterhead and signed by the department head is needed).
- III. MSAG Community Boundaries (City Limits)
  - i) By an annexation ordinance.
- IV. ECC Boundaries

- i) By an annexation ordinance; or,
- ii) If the ECC boundary change is requested by a Public Agency, a letter from the surrendering ECC and receiving ECC on letterhead and signed by the department head.

### **Steps to change boundaries**

- I. Public agency(ies) provide(s) required documentation to [911DataTeam@NCT911.org](mailto:911DataTeam@NCT911.org) and [gis@co.collin.tx.us](mailto:gis@co.collin.tx.us).
- II. Data Team provides notice to GIS Team and Strategic Services Team.
- III. Strategic Services Team files documentation as part of the program records.
- IV. GIS works with appropriate addressing authority to confirm changes are applied.
- V. Data Team provides notification of published data to affected public agency(ies).

### **RELATED POLICIES/RESOURCES:**

**INQUIRIES:** Direct questions regarding this policy to [911DataTeam@NCT911.org](mailto:911DataTeam@NCT911.org).

*Mike Eastland*

Mike Eastland (Dec 8, 2021 10:46 CST)

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**Approved**

Mike Eastland

Executive Director

North Central Texas Emergency Communications District

# 2021\_POLICY 2.8\_Boundary Changes

Final Audit Report

2021-12-08

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